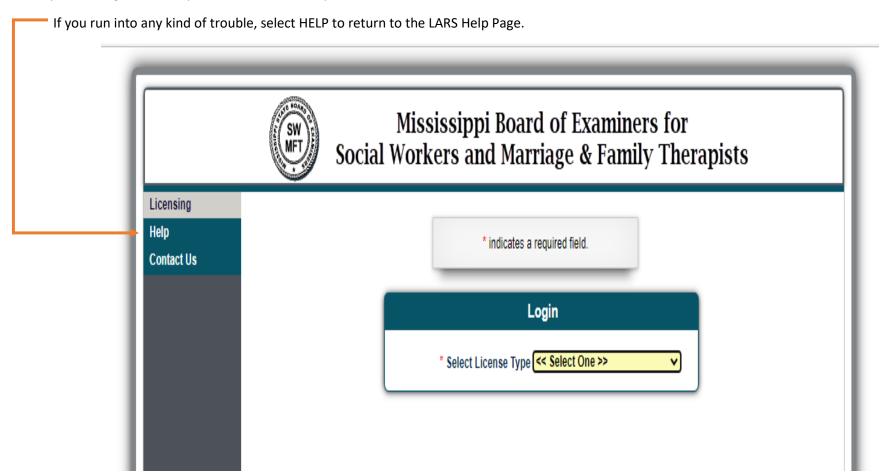
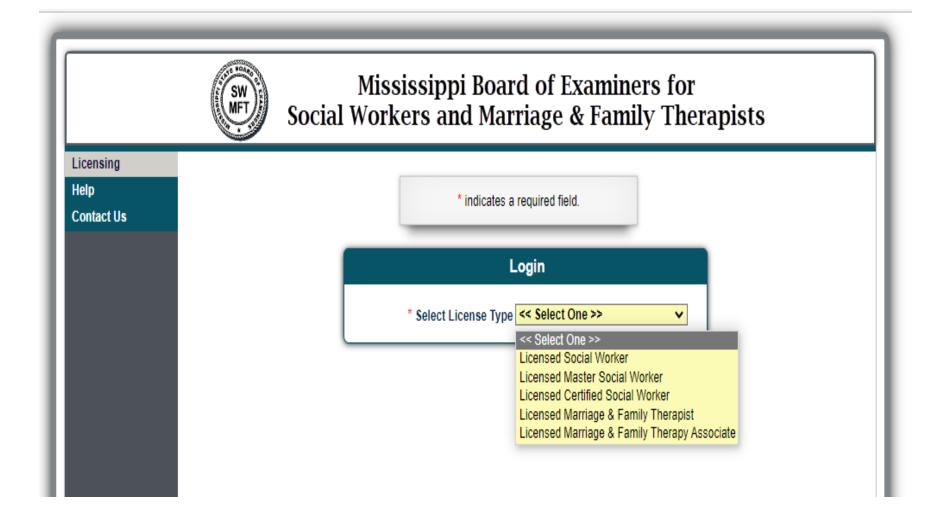
## HOW TO NAVIGATE LARS

When you first log into LARS, you will need to select your licensure level.

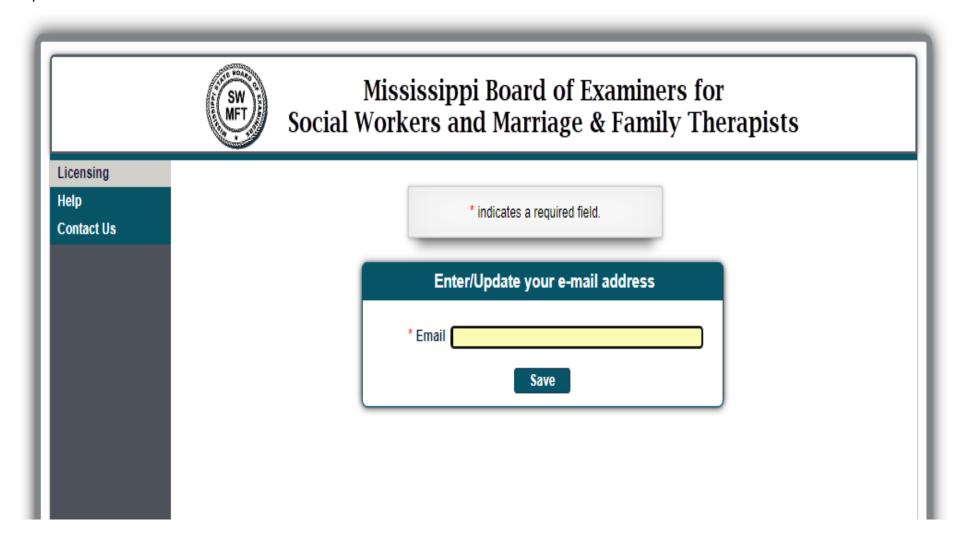




On the next screen, you'll enter the required information. If you run into trouble logging in, go to the Verify a License screen to verify your license number and the spelling of your last name. Then come back to this screen and log in.

BE SURE WHEN YOU ARE ENTERING THE LICENSE NUMBER THAT YOU DO NOT ADD THE LETTER, ONLY THE NUMBERS. Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists Licensing Help \* indicates a required field. Contact Us Login \* Select License Type Licensed Social Worker License Number Enter only numeric portion of the license number. four digits of SSN 2000 \* Last Name Enter Last Name Date of Birth Enter DOB

On the next screen, you will need to provide an email address. It is important to provide a valid email address because all of our correspondences will be emailed to you.



### CE COMPLIANCE

You've logged into LARS, now what?!

This is what the HOME page will look like once you log on. From here, you can go into <u>General Information</u> and make sure everything is updated. Any time you move, change phone numbers or email addresses, the General Information tab is where you want to update that information.

#### **Important Tabs to Know**

#### **General Information:**

Update your address and see your license history.

#### Renew License:

Do NOT access this tab until March or April of your Renewal year. Go to CE Compliance FIRST!

#### **CE Compliance:**

You can access this tab <u>anytime</u> you want to add CE Hours, all throughout the Year.

#### Pay Balance:

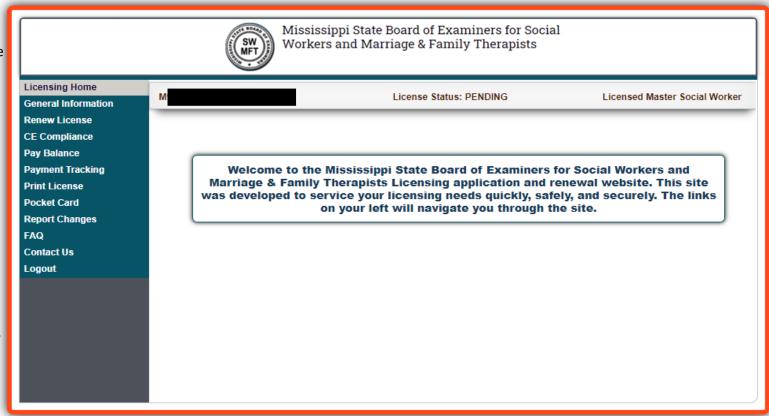
We can add a charge to your profile like an out-of-state verification fee. Email us the form, we post the charge, you pay it online.

#### **Print License/Pocket Card:**

As many free copies as you want! We no longer mail these.

#### **FAQ or HELP:**

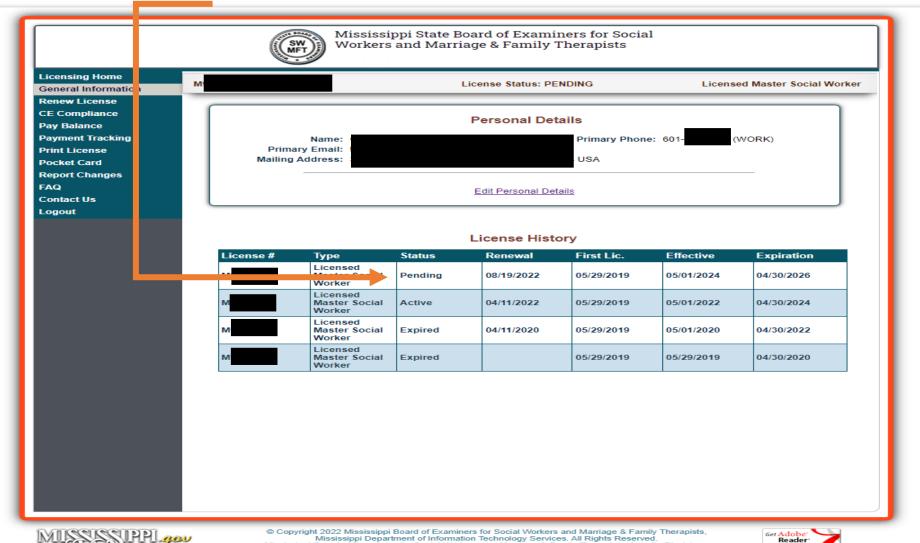
Just in case you get stuck and out small office staff is unavailable.



© Copyright 2022 Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists, Mississippi Department of Information Technology Services. All Rights Reserved. Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists Website Disclaimer Many documents provided within this website are in Adobe Acrobat PDF format. http://www.adobe.com/products/acrobat/readstep.html



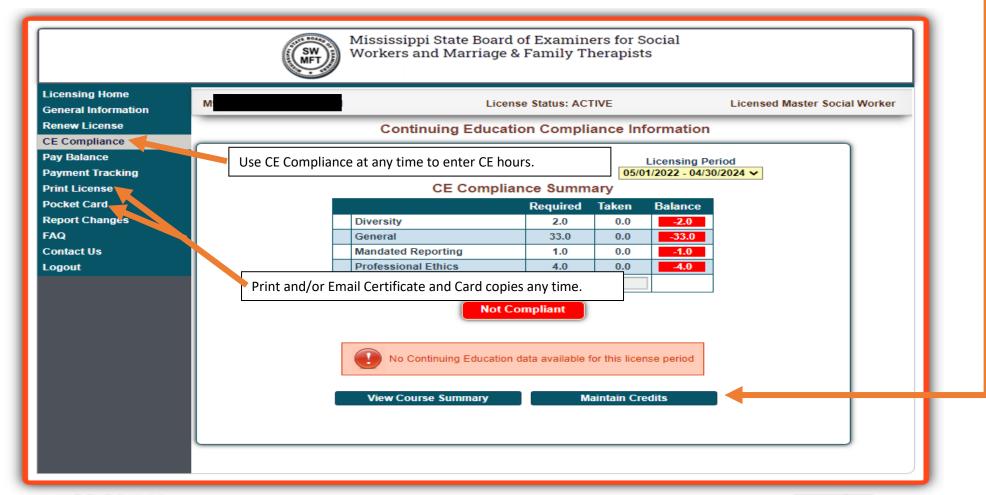
This is what the General Information screen will look like. Click on Edit Personal Details to update your information. Be sure to save it after you are done. Also, if you see your application status in 'Pending', this means you have not completed the Renewal process. If you did not go through the end and pay your renewal fee, your renewal is incomplete. If you have issues, please contact us before your license expires or the system will not let you renew.







This is the CE Compliance screen. It will allow you to keep up with how many hours you need before renewing. To add courses, click on the Maintain Credits tab below.



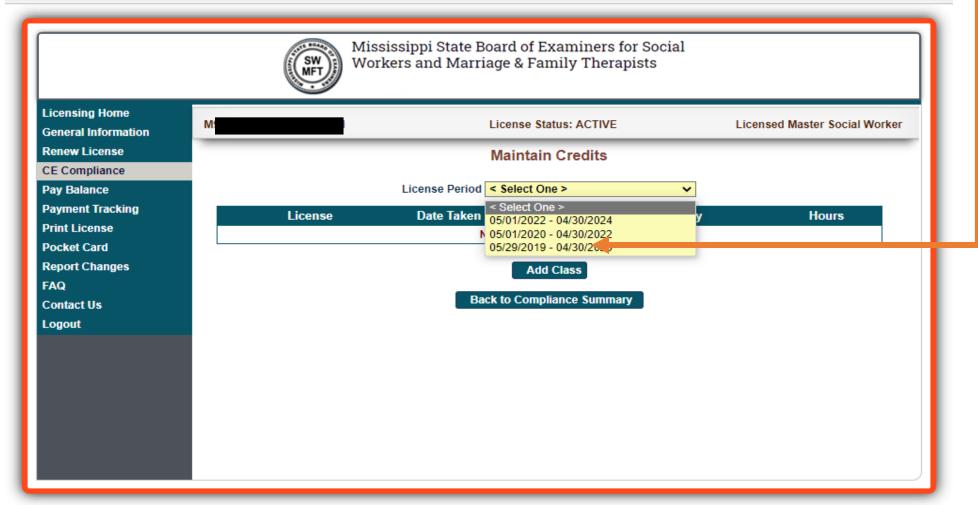






Select the appropriate renewal period from the dropdown menu License Period. Next, click on add classes.

Once you are done, you can go back to the Compliance summary to view your entries. While you are entering classes in CE Compliance, it will have an option for you to edit or delete a course if you make a mistake. Your maintain credit screen will look different if you have used the online system. It will have listed all of your classes.





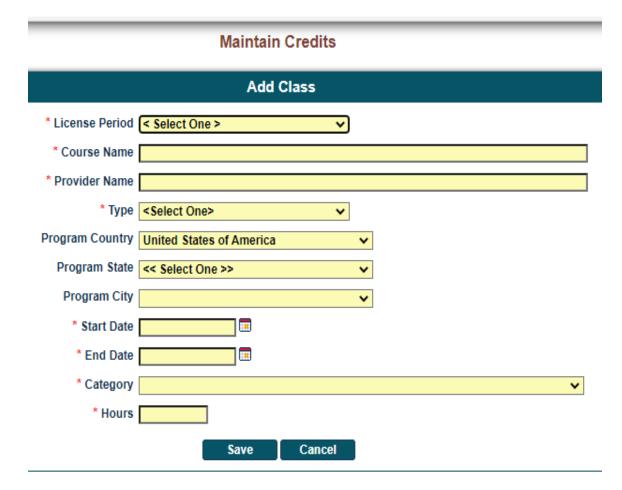


This is the screen where you will enter your continuing education. Please make sure you enter all of your hours correctly and be sure to hit the SAVE button. Falsifying hours or maliciously entering hours incorrectly will result in CE Noncompliance and put you on the Probationary List or worse. If it doesn't have an orange asterisk (\*) by it, you can skip it. PLEASE MAKE SURE YOU ENTER YOU HOURS IN THE CORRECT LICENSE PERIOD. YOU CAN EDIT IF YOU DON'T.

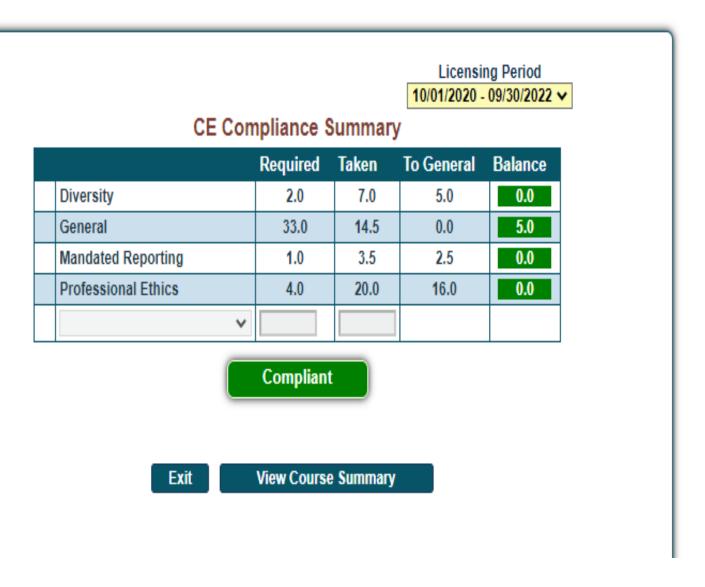
#### \*\*\*\*\*\*\*\*\*IMPORTANT\*\*\*\*\*\*\*\*

When you add your courses, make sure you are entering in the current renewal period. If you go to Renew License first and have to come back to CE Compliance, the system will default and add the future renewal year.

Also, be sure to enter the correct course name as well as provider for EACH CE Offering you attend. Certain Provider Names can be abbreviate such as ASWB, MAMFT, NASW, or schools such as JSU, USM, MSU, UM, etc.

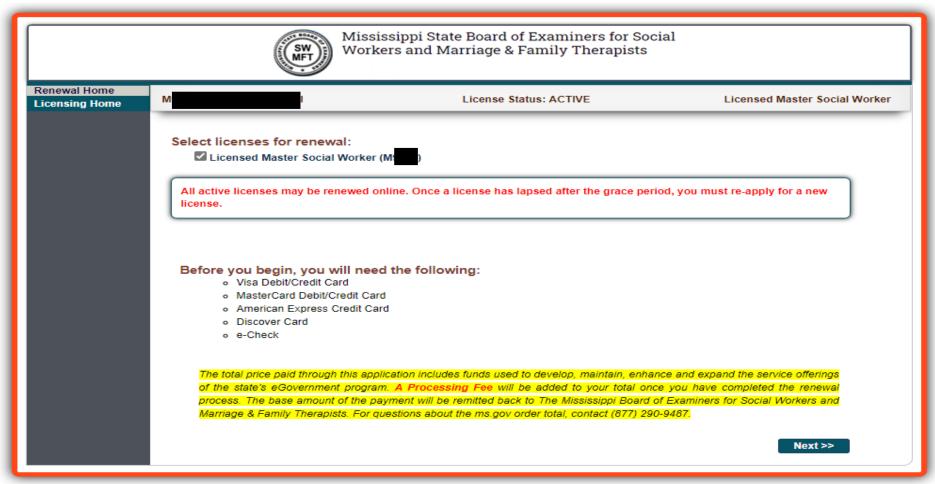


The system will allow you to renew your license beginning two months in advance of your renewal period. Once you have entered all of your hours in CE Compliance and it is your period to renew, click on the Renew License tab. Please note: IF YOU DO NOT HAVE ALL OF YOUR HOURS, THE COMPLIANT TAB WILL SHOW IN RED, AS WILL THE CATEGORIES THAT YOU ARE SHORT. YOU CAN STILL RENEW AND ENTER YOUR SHORTAGE AT A LATER TIME.



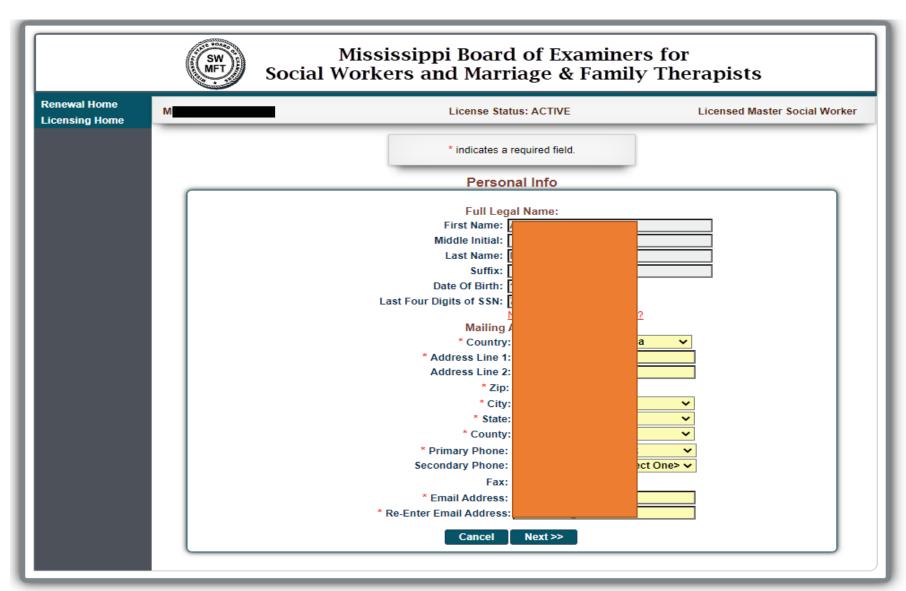
## STEPS THROUGH THE RENEWAL

Please understand that your license will not be renewed until you get a payment confirmation at the end of the payment processing. You will be able to go back to the Home screen to verify renewal of your license, and to print your card and certificate. Let's say you go through the RENEW LICENSE tab and it shows you are still CE NON-Compliance (in red), to get back to the Licensing screen to access CE Compliance, click on Licensing Home.



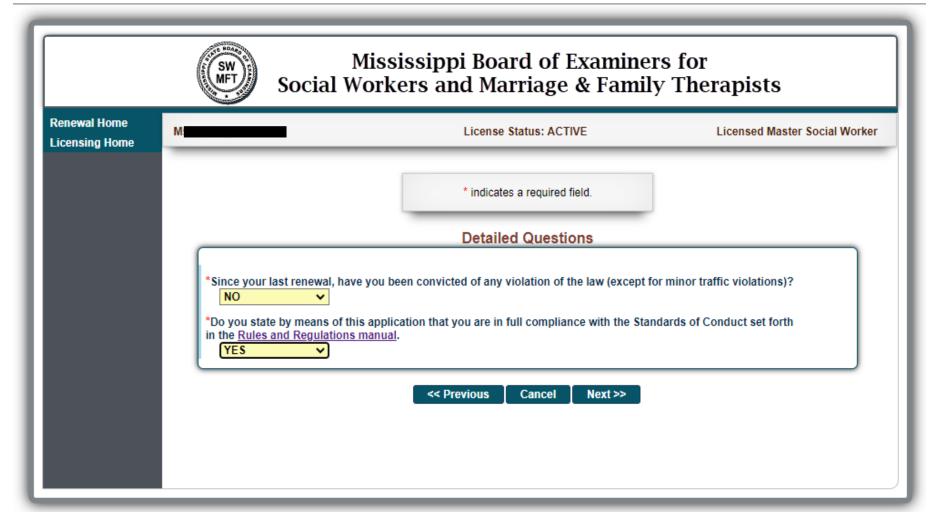






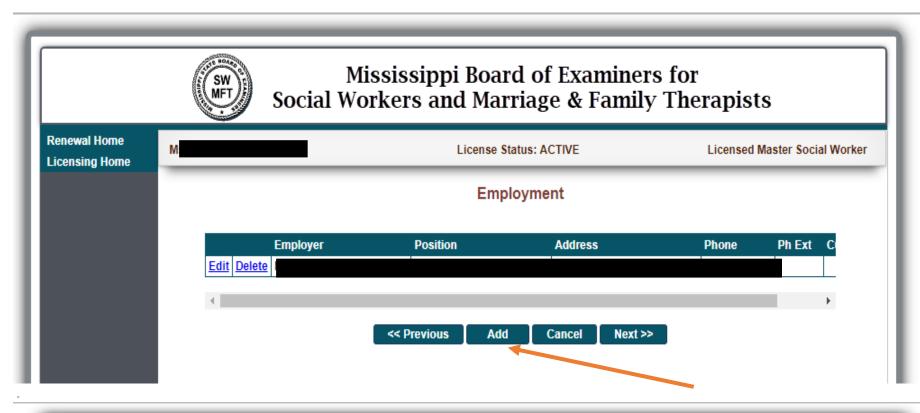


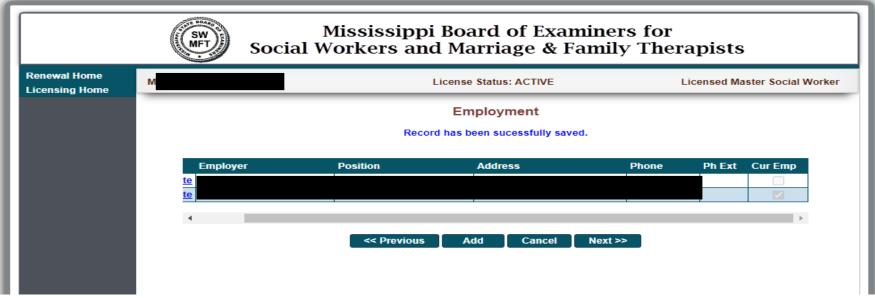












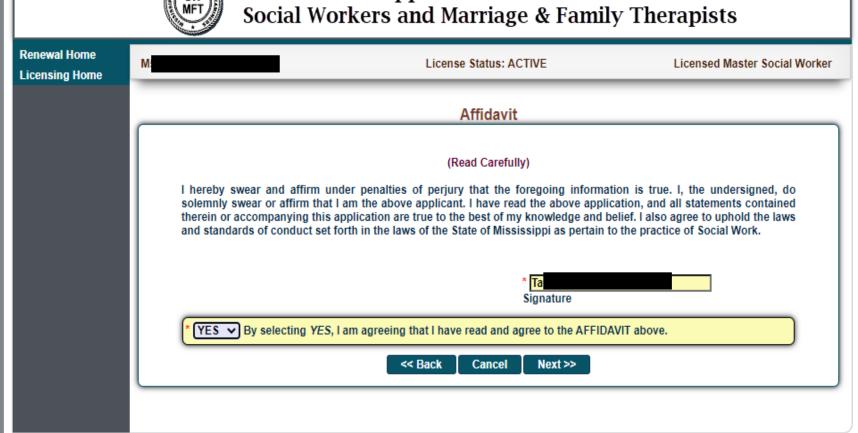








# Mississippi Board of Examiners for









## Mississippi Board of Examiners for

Social Workers and Marriage & Family Therapists **Renewal Home** License Status: ACTIVE Licensed Master Social Worker **Licensing Home** Please review the summary screen and check for accuracy. [Edit Personal Information] Personal Information Full Legal Name: First Name: Middle Initial: Last Name: Suffix: Mailing \* Country \* Address Line 1 Address Line 2 \* Zip \* City \* State \* County \* Primary Phone Secondary Phone t One> 🗸 \* Email Address \* Re-Enter Email Address [Edit Detailed Questions] **Detailed Questions** \*Since your last renewal, have you been convicted of any violation of the law (except for minor traffic violations)? \*Do you state by means of this application that you are in full compliance with the Standards of Conduct set forth in the Rules and Regulations manual. [Review Employment] **Employment Employer Position** Address Phone Ph Ext

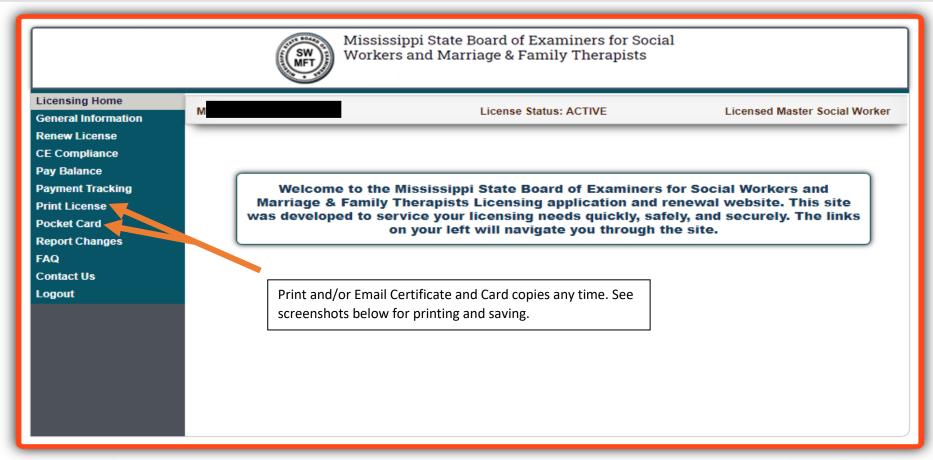
#### Licensing Period 05/01/2021 - 04/30/2023 > **CE Compliance Summary** Required Taken To General Balance Diversity 2.0 2.0 0.0 0.0 33.0 40.5 General 0.0 8.5 0.0 Mandated Reporting 1.0 1.0 0.0 **Professional Ethics** 4.0 5.0 1.0 0.0 Compliant [Agree & Sign Affidavit] Affidavit (Read Carefully) I hereby swear and affirm under penalties of perjury that the foregoing information is true. I, the undersigned, do solemnly swear or affirm that I am the above applicant. I have read the above application, and all statements contained therein or accompanying this application are true to the best of my knowledge and belief. I also agree to uphold the laws and standards of conduct set forth in the laws of the State of Mississippi as pertain to the practice of Social Work. YES By selecting YES, I am agreeing that I have read and agree to the AFFIDAVIT above. Save/Preview Your Renewal Application << Back Submit & Close © Copyright 2023 Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists, Mississippi Department of Information Technology Services. All Rights Reserved.

Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists Website Disclaimer Many documents provided within this website are in Adobe Acrobat PDF format. http://www.adobe.com/products/acrobat/readstep.html

**Continuing Education Details** 

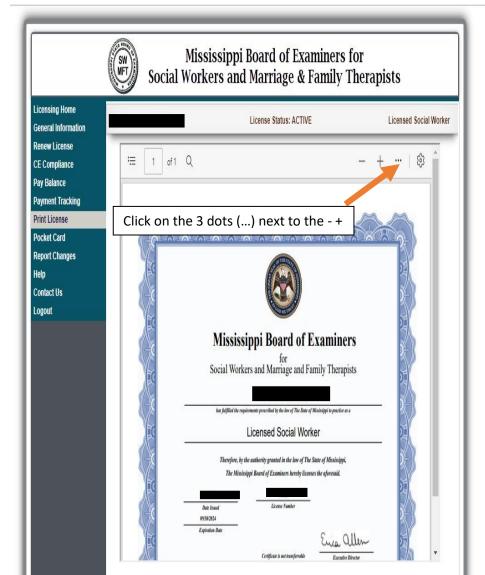


## CERTIFICATE AND CARD PRINT





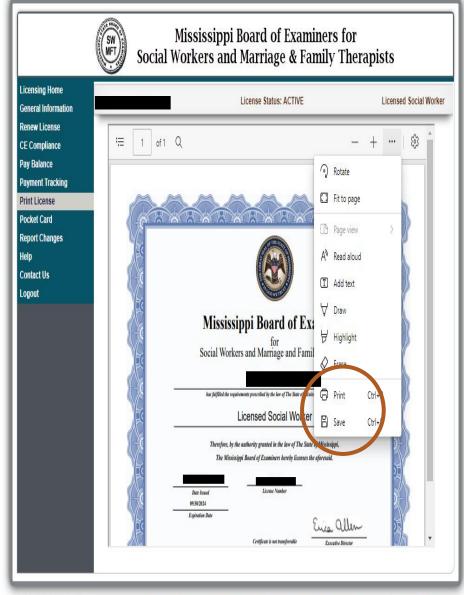






© Copyright 2022 Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists, Mississippi Department of Information Technology Services. All Rights Reserved. Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists Website Disclaimer Many documents provided within this website are in Adobe Acrobat Por Format. http://www.adobe.com/products/acrobat/readsleps.html







© Copyright 2022 Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists, Mississippi Department of Information Technology Services. All Rights Reserved. Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists Vebsite Disclaimer Many documents provided within this website are in Adobe Acrobat PDF format. http://www.adobe.com/products/acrobat/reads/step.html

